PLACEMENT REPORTING

High schools report CTE Placement data to the ADE annually. The **Placement Report** is a report initially submitted by April 15 with corrections due at the end of the school year by June 23. This report includes names and other relevant information for:

- CTE Concentrators reported as high school graduates on June 23 the previous year
- Active programs listed in a school's Program Profile Table or inactivated programs that have an Inactive date of April for the previous year (a school's Program Profile Table is accessed on the ADE CTE website at http://www.ade.az.gov/PerfMeasures/splash.asp)
- Students with fewer than two Carnegie credits/units (CTE samplers) in a CTE program

Note: In September 2000 the Arizona State Board of Education recommended removing high school students with only one Carnegie Unit/credit (samplers) from the state Placement funding. In February 2001, the Advisory Committee to the State Board for CTE approved a motion to discontinue funding for course samplers for the graduating class 2001. Samplers are discontinued.

The Placement information is the data used to calculate local and state performance on the Arizona Performance Measure 5S1 Secondary Placement. Reported Placement information includes:

- Unique county, school type, district, and school number (CTDS)*
- Name of School*
- Fiscal Year*
- Classification of Instructional Program (CIP) program number*
- Student's name*
- Student's birth date*
- Gender*
- Student's address
- Designation of student as a Concentrator* or sampler
- Contact Type
- Leave Code*
- Federal/State record indicator
- ICTEP Participation Information**
- Religious Mission Information
- Placement Information for School/Apprenticeship, Military or Employment
- Who Completed the Survey Form

Note: Fields marked with * are automatically copied from the federal Concentrator record submitted the previous year. If a new duplicate Placement record is added for a student with an existing record, these fields must be entered on the new Placement record. If a new sampler record is added for a student who does not have a Concentrator record, these fields must be entered on the Placement record.

Additional information for students reported in employment Placements includes phone number, fax number, and the name of the supervisor.

Values for Placement Reporting Elements

CTDS – The CTDS number (<u>C</u>ounty Code, <u>T</u>ype Code, <u>D</u>istrict Code, and <u>S</u>chool) is a unique number assigned by the state and can be obtained from the ADE web site's school search at http://www.ade.az.gov/edd/. The number must be accurate to ensure data is correctly credited to the school when either funding or performance results are calculated. A complete list of the CTDS numbers participating in CTE reporting as of the publication date for this Handbook can be found in the section CTDS Numbers.

Name of School – The name of the school assigned the reported CTDS number.

Classification of Instructional Program (CIP) Program Number – This is the U.S. Department of Education's uniform numbering and classification system of educational programs. Six-digit CIP program numbers for all Arizona CTE programs can be found in the section "CTE Program List."

Fiscal Year – Refers to the July 1 through June 30 fiscal year reporting period, e.g. July 1, 2008 through June 30, 2009 is referred to as FY 2009.

Demographic Information

Student Name – The first name, middle initial and last name of the student. The middle initial is optional. This information is copied automatically from the Concentrator record entered the previous year. This information must be entered for new duplicate Placement records. This information must be entered for new sampler records.

Student Birth Date – The month, date, and year of the student's birth reported in the format MM/DD/YYYY, e.g. 08/16/1988. Only years in the range 1993 – 1985 are considered valid birth years for Concentrators at the time this Handbook is published. This information is copied automatically from the Concentrator record entered the previous year. This information must be entered for samplers.

Gender – Identifies the Concentrator as male or female. This information is copied automatically from the Concentrator record entered the previous year. This information must be entered for samplers.

Address – The verifiable street, city, state and zip code address in the event the Placement information is reviewed for monitoring or accuracy purposes. General Delivery and names of cross streets are not considered valid addresses for this purpose. Addresses are required for student contact information and employer contact information if the student is reported to be employed.

Phone – The verifiable student contact phone number in the event the Placement information is reviewed for monitoring or accuracy purposes.

Student Type – Identifies the student as a Concentrator or a sampler. Only Concentrators are counted in the Performance Measure 5S1 Placement calculations. Concentrators and samplers are only used in state funding for related Placements. This Student Type information is copied automatically from the Concentrator record entered the previous year. This information must be entered for samplers.

Contact Type – Identifies, by selecting the answer "in person," "mail," "phone," or "other," how the Placement survey information was collected. If "other" is selected, the type of contact must be explained in the "If OTHER please specify" text box.

Leave Code – Identifies the student as graduating the previous year. Placement is only reported for high school graduates. This information is copied automatically from the Concentrator record entered the previous year. This information must be entered for samplers.

Federal/State Record Indicator – The first Concentrator record entered for a student or any duplicate Concentrator record identified by the school as the "federal" record, is included in the Performance Measure 5S1 Placement calculations. Any duplicate Concentrator records entered for the same student are designated "state" records. State records are used only in state Placement funding calculations when the Placement is related to the Concentrator's high school CTE program of study.

Religious Mission Information

Are you returning from a Religious Mission – Defaults to "No" if information is not entered. The "Yes" option allows schools to report Placement for students who return after serving a one-year or a two-year period of time on a religious mission. If the "Yes" option is selected, the "What year did you graduate?" field must be answered in order to locate the student's Concentrator record. This information must be manually retrieved from the correct year in the database and the pertinent information copied to the new Placement record in the current year database.

Placement Information

All high school CTE graduates are contacted in a follow-up survey in the second quarter following graduation to determine their current Placement status. For a May graduate, the follow-up contact period occur between October through December. Placement records will be entered by April 15. No Placement records are added after June 16. The student's Placement status at the time of contact is reported on the CTE Placement survey. The Placement survey reports three types of Placement:
- School/Apprenticeship
- Military
- Employment

A student may be reported in as many Placements as are applicable to the student's circumstances at the time the student completes the survey.

Placement Report Information

Placement Survey Completed Data – The date the record is submitted is entered automatically by the system in the format MM/DD/YYYY, e.g. 04/12/2007. This is a **read-only** field.

Submit – Clicking on the submit button sends the information from the school's data entry computer to the CTE online database. Messages regarding any errors in the Placement record will be returned immediately to the school's data-entry computer. Possible errors include blanks in required fields (e.g. Student first and last name is required) or invalid values in required fields. If no errors are detected, a "There were no errors saving this record" message appears prompting the data entry computer to click the "Finish" button for the Concentrator record. After clicking "Finish," the Placement record appears on the list of Placements and is available to view or modify.

Process for Reporting CTE Placement Surveys

Choose method of submitting Concentrator information:
- Online
- Text file

The process for online reporting follows on the next page. The process for text file reporting follows.

Process for Online Placement Reports

Step 1   Access the online system http://www.ade.az.gov/PerfMeasures/splash.asp. The online system requires a district to Login with a unique CTE-assigned UserID and Password to the Performance Measures system. Online user manuals for login and for entering Placement records and are found at http://www.ade.az.gov/cte/DIG/ "Logging into the System" and "Entering Placement Survey Info."

Step 2   Select "Placement" on the left side of the page.
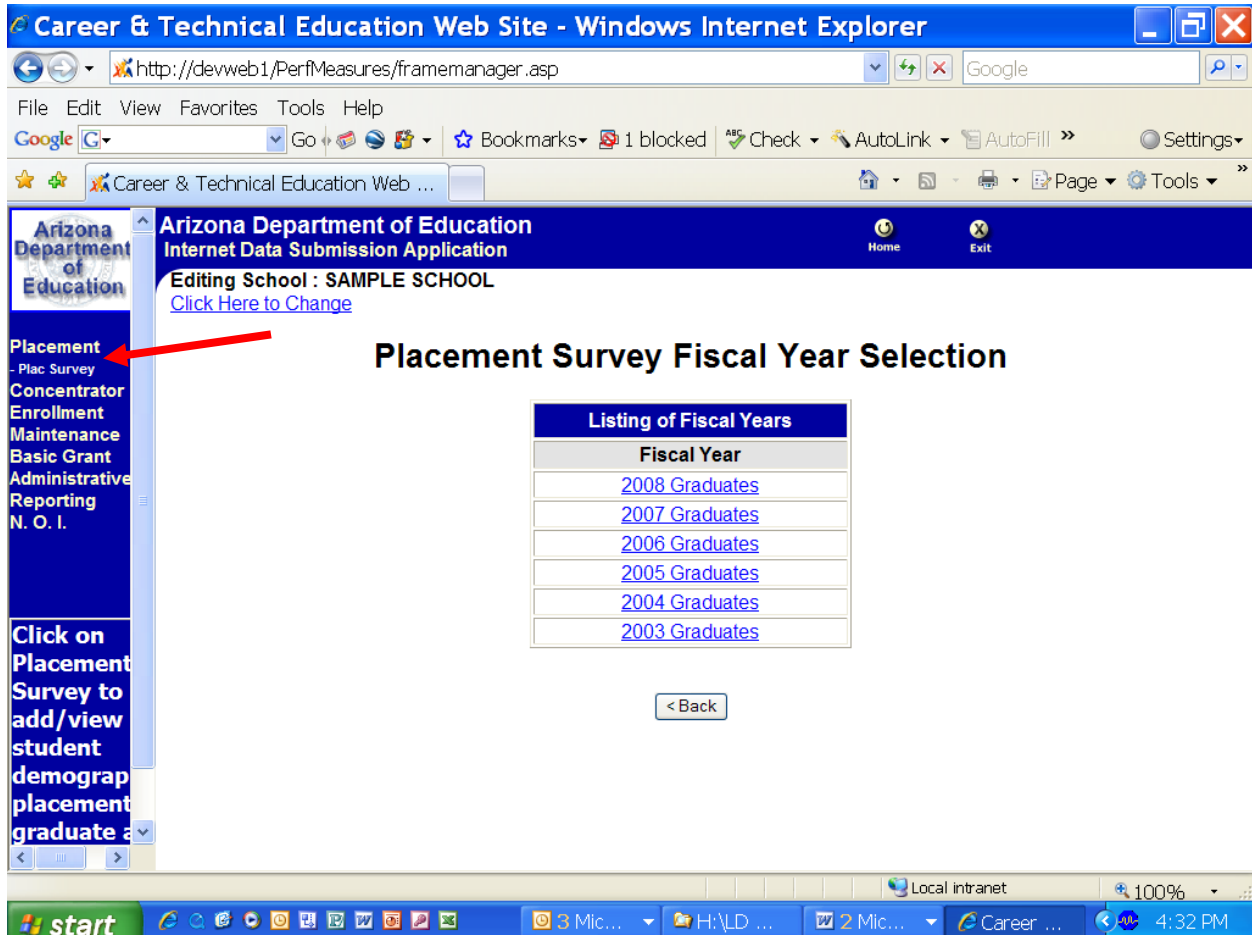
Step 3   Choose a school either by name from the drop down box or select a school CTDS from the drop down box. Every task during the login session will apply to this selected school, unless another school is selected.

Step 4 Confirm the system has responded with the school selected by checking the name in the upper left hand corner. If the selected school is incorrect, use either the "Click Here to Change" link or the "back" button to return to the school selection screen.
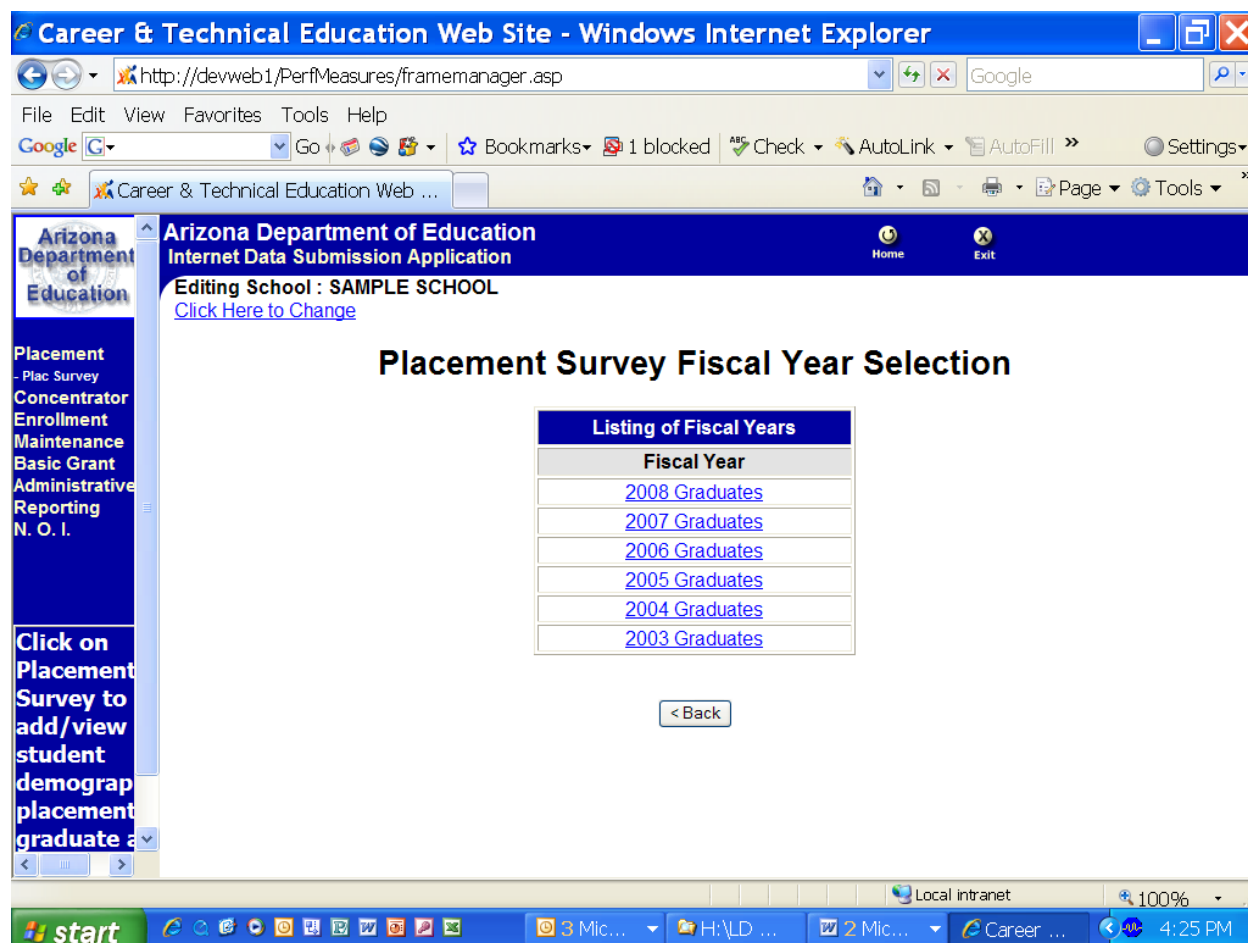
Step 5 To enter Placement survey information, click on the current year at the top of the listing of Fiscal Years.

Step 6   The list of Placement records will appear. Click on either the "View" or "Modify" column of the record to view or modify an existing Placement form.

2008 Graduate Placement Survey Forms

To complete Placement Information, click on Modify next to the appropriate Student Name. When the Placement information is complete, the current date will appear in the Updated box.

Legend
TP = Tech Prep
F/S = Federal/State Record Indicator

Surveys for 12-34-56-001 - SAMPLE SCHOOL						
Last Name	**First Name**	**Program**	**TP**	**F/S**	**Action**	**Updated**
Student	Jim	Automotive Technologies		F	View Modify	
Student	Joe	Construction Technologies		F	View Modify	

Step 7   Update the student's address, city, state, and zip code (phone number is optional). Also update the contact type. The leave code also appears. If it is necessary, update the leave code. Also, verify the student's SAISId.

Placement Information		
CTDS	**School Name**	**Fiscal Year**
12-34-56-001	SAMPLE SCHOOL	2008

Program	Description
47.0600	Automotive Technologies

Demographic Information	
Student Name (First, Last)	Joe Student
Gender	Male
Address	123 Main Street
Address Cont	
City	Phoenix
State	Arizona **Zip** 85000
Phone (Optional)	( ) -
Student Type	Attain Program Standards
Contact Type	In Person **If OTHER please specify**
Leave Code	Graduated (W7, G) **SAIS ID Number**

Step 8   Enter data for the ICTEP Participation Information section. The selection defaults to "Non-ICTEP" if no information is entered.

ICTEP Participation Information
At Graduation this student was receiving ICTEP services in category:

Step 9 Enter data for the religious mission information if applicable and Enter data for the graduation year. The selection defaults to "No" if no information is entered.

	No	Yes
Are You returning from a Religious Mission?	●	○
If Yes, What year did you graduate?	-Select- ▾	

Step 10 Enter data for the Placement Information section, selecting all answers that are applicable to the student's situation. For School/Apprenticeship answer both questions. The selection defaults to "No" if no information is entered.

If the student is enrolled, select the name of the school from the drop down box. If the name is not in the drop down box, type it in the space provided.

Placement Information (Please check all that apply)		
School/Apprenticeship		
	No	Yes
Are you enrolled in SCHOOL or enrolled in an APPRENTICESHIP PROGRAM?	●	○
Does your program of study relate to your high school CTE program?	●	○
Post Secondary School	-Select a School- ▾	
If the School is not in the list, Type it in here		

Step 11 For the Military section answer both questions. The selection defaults to "No" if no information is entered.

If the student is enlisted, select the name of the military branch from the drop down box.

Military		
	No	Yes
Are you in the MILITARY?	●	○
Does your job directly relate to the skills learned in the program listed above?	●	○
Military Branch	-Select a Military Branch- ▾	

Step 12   For the employment section answer both questions. The selection defaults to "No" if no information is entered.

If the student is employed, enter data for the employer name and the verifiable street address of the employer in the event the Placement information is reviewed for monitoring or accuracy purposes. General Delivery and names of cross streets are not considered valid addresses for this purpose. Employer phone, fax, and supervisor name are optional fields and remain blank if no information is entered.

Working		
	No	**Yes**
Are you WORKING?	●	○
Does your job directly relate to the skills learned in the program listed above?	●	○

Employer Name	
Address	
Address Cont	
City	
State/Province	Arizona ▼ Zip
Phone (Optional)	( ) -
Fax (Optional)	( ) -
Supervisor Name (Optional)	

Step 13   Enter data for the identity of the individual completing the survey form. If the answer is not "Family member" or "Graduate" type the identity in the space provided.

Form Completed By	
-Choose One- ▼	If OTHER, please specify

Step 14   Click on Submit to add the record.

Placement Report Information	
Placement Report Completed Date	03/05/2007

You must hit the submit button to save any changes made

Submit   Cancel

Step 15   Check for error messages, such as the sample message below.

2008 Graduate Placement Survey Forms

Placement Information		
CTDS	**School Name**	**Fiscal Year**
12-34-56-001	SAMPLE SCHOOL	2006

Program	Description
12.0400	Cosmetology

Demographic Information			
Student Name (First, Last)	Joe	Student	
Student Birthdate	08/10/1989		
Gender	Female ▼		
The student's address must contain numbers!			
Address	one main street		
Address Cont			
City			
State	Arizona ▼	**Zip**	85000

Correct any errors and repeat clicking on the Submit button.

Step 16   Click on Finish if there are no errors in the Placement record. The record will be added to the database, the student name will appear on the Placement list, and the information can be viewed or modified on the Placement record.

Placement Survey	
There were no errors saving this record.	Finish

Step 17   Modify additional Placement records for all programs at this school. Placement records can be entered in any order. The list will sort Placement records by the CTE program CIP name alphabetically.

Step 18   When done modifying all students, click on the Create Verification Report button. A new link will appear on the webpage after the report has been created. Click on the link and open the new report.

When you are ready to submit your Placement Survey Report to CTE click here to generate the Placement Survey Verification Report:

Create Verification Report

Click Here to view the report

Step 19 Review the Placement Survey Verification report for accuracy. After printing the report, if Placements are missing from any program and you have actual Placements for that program, please enter them into this system and generate a new report. Only when you are satisfied that the report is accurate should you sign and fax the Verification report. If you agree that the report is accurate, sign and date it and fax it to CTE at: (602)542-5832. The original report must also be mailed to CTE at:

<div align="center">

Arizona Department of Education
Career and Technical Education
Management Information Services Unit
Bin 36
1535 W. Jefferson Street
Phoenix, AZ 85007

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Only Federal Records for CTE Concentrators are used in Calculating Performance Measure 5S1 Placement

Both federal Performance Measure 5S1 Placement and state Placement funding measure what happens to CTE students after they graduate from high school. The two measure Placement differently, using different groups of students and slightly different definitions.

Performance Measure 5S1 only includes federal records of CTE program Concentrators. The performance measure counts any Placement in school, military, or work as successful performance. For this reason, always report Placements, whether or not the Placement is related to the student's high school CTE occupational standards.

State Funding uses Federal and State Records but applies only to Related Placements

State Placement funding includes either federal or state records of CTE completers and Concentrators. As long as the Placement is directly related to the student's high school CTE Career Preparation program standards, the student's Placement earns state funding for the school or district.

Entering Duplicate Placement Records

Many schools have students who earn enough Carnegie units/credits to be a Concentrator in more than once CTE program. The federal Placement record is always the same Concentrator record identified as federal when the Concentrator record was entered the previous year.

It is possible to enter duplicate Placement records for the same student, although only one Placement record for each student is ever used in the Placement performance measure calculation. A duplicate Placement record entered for the same student is always designated a "state" record. Only one Placement record for each student is ever used in the state Placement funding calculation. The federal performance measure Placement record and the state Placement funding record will be for the same student, but each may report a different CTE program.

When the Placement information is entered on the state record and there is no Placement information entered on the federal record, the federal record automatically records the same type of Placement (e.g. education, military or employed) as the state record. The federal record will count this Placement in the Placement performance measure calculation. The federal record is marked as "No," not related to the Concentrator's high school CTE program

The Federal/State indicator appears as a column on the Placement list.

Process for Text File Placement Reports

Step 1 Acquire text file layout definitions for Placement files at: http://www.ade.az.gov/cte/GrantsMIS/filelayout/CTEPlacement.asp.

Submitting data in text files requires the correct record format so local district information loads without errors into the ADE CTE Performance Measures Database.

Step 2 Review the text file layout definitions to determine whether the school or district data can meet the requirements.

Step 3 Inform CTE of the intention to submit text files. Since the local process of extracting or compiling Placement information often requires coordinating between CTE staff and local Information Technology or MIS personnel, districts are encouraged to access the CTE Section GMIS staff for technical assistance well before the April 15 reporting deadline. Letters are sent annually in February or March to prospective districts intending to submit text files.

Step 4 Create the Placement text file.

Step 5 By early June, include the school name in the subject line and email the Placement file to ADE CTE at: CTEDataCollection@azed.gov.

Step 6 ADE CTE logs the receipt of the Placement file and processes the file.

Step 7 ADE CTE sends a confirmation email informing the school or district of the number of valid Placement records successfully loaded to CTE database and notes any errors. If there are no errors, click on the Create Verification Report button and open/review the Placement Verification Report. Sign the report and fax it to CTE at: sign and date it and fax it to CTE at: (602)542-5832. The original report must also be mailed to CTE at:

Arizona Department of Education
Career and Technical Education
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Bin 36
1535 W. Jefferson Street
Phoenix, AZ 85007

Step 8 If there are errors in the text file, an email will be sent informing the school or district of the errors. These errors must be corrected and the text files re-sent to CTE and re-loaded into the ADE CTE Performance Measures Database. Since this often involves discussions with local IT or MIS personnel, it is important that local staff is available and accessible during this phase and have not left for the summer break. After the errors are corrected, ADE CTE sends a confirmation email informing the school or district of the number of valid Placement records successfully loaded to CTE database. When this confirmation email is received, click on the Create Verification Report button and open/review the Placement Verification Report. (see Step 7)